

## Set up Workday for iPhone

### Steps:

1. Please download the *Workday for iPhone app from App Store*
2. You should see the following Workday App icon on your iPhone:



***When you launch the Workday for iPhone app for the first time, you'll need to change the app settings:***

1. Launch *Workday for iPhone*.
2. Select **Settings** (the **Gear** icon in the upper right corner).
3. Our **Tenant** is: **stateofmaryland**
4. Change the **Web Address** to: <https://wd5.myworkday.com>
5. Select **Save** and you can sign in.
6. Log in with your SPS Employee ID that starts with a "W". If you don't have your SPS Employee ID, [log in to POSC](#). Once in POSC, click "View SPS Employee ID." Make note of your SPS Employee ID, also called your "W number."
7. Please setup a six (6) digit Pin for your account so that you won't need to enter your SPS Employee ID & password again.

\* If you have already logged in to Workday from any other computer/mobile device and changed your password. Please use the password you changed it to. Otherwise, please use the password formation to make up your initial password.

- Enter: Capital first letter of first name
- Enter: lower case first letter of last name
- Enter: 4 digit birth year
- Enter: last 4 digits of social security number
- Enter: '!' Special character found by using shift key and selecting number 1 above the letter 'Q' on the keyboard.

For Example: Name: John **Smith**; DOB: 09/09/**1980**; SSN: 987-65-**4321** -- Your Password will be: **Js19804321!**



STATEWIDE PERSONNEL  
SYSTEM

## Set up Workday for iPad



### Steps:

1. Please download the *Workday for iPad* app from App Store
2. You should see the following Workday App icon on your iPad:



*When you launch the Workday for iPad app for the first time, you'll need to change the app settings:*

1. Launch *Workday for iPad*.
2. Select **Settings** (the **Gear** icon in the upper right corner).
3. Our **Tenant** is: **stateofmaryland**
4. Change the **Web Address** to: <https://wd5.myworkday.com>
5. Select **Save** and you can sign in.
6. Log in with your SPS Employee ID that starts with a "W". If you don't have your SPS Employee ID, [log in to POSC](#). Once in POSC, click "View SPS Employee ID." Make note of your SPS Employee ID, also called your "W number."
7. Please setup a six (6) digit Pin for your account so that you won't need to enter your SPS Employee ID & password again.

\* If you have already logged in to Workday from any other computer/mobile device and changed your password. Please use the password you changed it to. Otherwise, please use the password formation to make up your initial password.

- Enter: Capital first letter of first name
- Enter: lower case first letter of last name
- Enter: 4 digit birth year
- Enter: last 4 digits of social security number
- Enter: '!' Special character found by using shift key and selecting number 1 above the letter 'Q' on the keyboard.

For Example: Name: John Smith; DOB: 09/09/1980; SSN: 987-65-4321 -- Your Password will be: **Js19804321!**



### Set Up Workday for Android



1. Please download the *Workday for Android* app
2. You should see the following Workday App icon on your Android:



***When you launch the Workday for Android app for the first time, you'll need to change the app settings:***

1. Launch *Workday for Android*.
2. Select **Settings** (the **Gear** icon in the upper right corner).
3. Our **Tenant** is: ***stateofmaryland***
4. Change the **Web Address** to: <https://wd5.myworkday.com>
5. Select **Save** and you can sign in.
6. Log in with your SPS Employee ID that starts with a "W". If you don't have your SPS Employee ID, [log in to POSC](#). Once in POSC, click "View SPS Employee ID." Make note of your SPS Employee ID, also called your "W number."
7. Please setup a six (6) digit Pin for your account so that you won't need to enter your SPS Employee ID & password again.

\* If you have already logged in to Workday from any other computer/mobile device and changed your password. Please use the password you changed it to. Otherwise, please use the password formation to make up your initial password.

- Enter: Capital first letter of first name
- Enter: lower case first letter of last name
- Enter: 4 digit birth year
- Enter: last 4 digits of social security number
- Enter: '!' Special character found by using shift key and selecting number 1 above the letter 'Q' on the keyboard.

For Example: Name: John **Smith**; DOB: 09/09/**1980**; SSN: 987-65-**4321** -- Your Password will be: **Js19804321!**